

Agency Name and #			
Division #	Division Name	Request *	Retention
Index #	RDA #	RDA Title	(* see Legend on last page)

<b>115-AGRICULTURE, TRADE &amp; CONSUMER PROTECTION</b>			
/100/	FOOD SAFETY, DIVISION OF		
<b>1</b>	00069000.	FEDERAL CONTRACTS <b>Withdrawn.</b>	Amended EVT+6 DEST
<b>2</b>	00073000.	FOOD PRODUCT CONSUMER COMPLAINTS <b>Withdrawn.</b>	Amended EVT+5 DEST
<b>3</b>	00086000.	SAMPLING PROGRAM FILES <b>Withdrawn.</b>	Amended EVT+5 DEST
<b>4</b>	00087000.	AGENT PROGRAM CONTRACT <b>Withdrawn.</b>	Amended EVT+5 DEST
<b>5</b>	00087B00.	AGENT PROGRAM AUDIT <b>Withdrawn.</b>	Amended EVT+6 DEST
<b>6</b>	00090000.	PRODUCT GRADING INSPECTION <b>Withdrawn.</b>	Amended EVT+5 DEST
<b>7</b>	00101000.	USDA SHELL EGG REGULATORY	Amended EVT+5 DEST
<b>8</b>	00102000.	COMPLETED SAMPLE COLLECTION RECORDS (SCR) <b>Withdrawn.</b>	Amended EVT+5 DEST
<b>9</b>	00102A00.	FOOD AND DAIRY SAMPLE ANALYSES RESULTS <b>Withdrawn.</b>	Amended EVT+5 DEST
<b>10</b>	00104000.	MILK AND MILK PRODUCTS VITAMIN ASSAY <b>Withdrawn.</b>	Amended EVT+5 DEST
<b>11</b>	00246000.	LABORATORY CERTIFICATION AND LABORATORY ANALYST HISTORY <b>Withdrawn.</b>	Amended EVT+5 DEST
<b>12</b>	00250B00.	FOOD PRODUCTS LABEL REVIEW - CONTROVERSIAL <b>Withdrawn.</b>	Amended EVT+10 SHSW
<b>13</b>	00251000.	PUBLIC HEALTH EMERGENCY RESPONSES <b>Withdrawn.</b>	Amended EVT+7 SHSW
<b>14</b>	00315000.	PRODUCT HOLDING ORDERS, RELEASES, DISPOSALS <b>Withdrawn.</b>	Amended EVT+5 DEST
<b>15</b>	00316000.	MILK SANITATION RATING OFFICER <b>Withdrawn.</b>	Amended EVT+5 DEST
<b>16</b>	00109600	RETAIL STANDARDIZATION INITIAL AND MAINTENANCE EXERCISES <b>Withdrawn.</b>	New EVT+5 DEST

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<b>700-ARM - PLANT DISEASE</b>					
/700/	ARM - PLANT DISEASE				
17	01097000.	HEMP PROGRAM LICENSING AND SAMPLING	New	EVT+3	DEST
18	01098000.	HEMP PROGRAM BACKGROUND CHECKS	New	EVT+7	DEST
19	01099000.	HEMP PROGRAM COMPLIANCE	New	EVT+10	DEST
20	02000000.	HEMP PROGRAM PERMANENT BAN	New	PERM	PERM

<b>155-PUBLIC SERVICE COMMISSION</b>					
/002/	BUSINESS OPERATIONS AND OFFICE MANAGEMENT				
21	00007000.	TARIFF FILES	Renewal	EVT+10	DEST
		Event changed.			
22	00015000.	AFFILIATED INTEREST FILES	Renewal	EVT+6	DEST
		Event and retention changed.			
23	00028000.	CEII AND OTHER RECORDS SUBJECT TO NON-DISCLOSURE / CONFIDENTIALITY AGREEMENTS	Renewal	EVT+15 DAYS	DEST
		Title, event, description and retention changed.			
		Board denied approval.			

<b>192-WI ECONOMIC DEV CORP</b>					
/3000/	BUSINESS & COMMUNITY DEVELOPMENT				
24	00260000.	MUNICIPAL INDUSTRIAL REVENUE BOND PROJECT RECORDS	Amended	EVT+13	DEST

<b>255-PUBLIC INSTRUCTION</b>					
/001/	OFFICE OF THE STATE SUPERINTENDENT				
25	00019000.	CORRESPONDENCE OF THE DEPUTY STATE SUPERINTENDENT	Amended	EVT+4	SHSW
26	00021000.	GENERAL CORRESPONDENCE OF THE STATE SUPERINTENDENT	Amended	EVT+4	SHSW

<b>285A-UW MADISON</b>					
/027161/	CAMPUS PUBLICATIONS				
27	01571000.	PRINT PRODUCTION JOB INFORMATION	Extension	FIS+3	DEST
28	01572000.	PUBLICATIONS	Extension	FIS	UW-TRANS
/055000/	ENROLLMENT MGT - REGISTRAR GENERAL				
29	01607000.	SPECIAL EVENT REQUESTS, ROOM SCHEDULING SYSTEM DATA	Extension	PERM	PERM
30	01608000.	INSTRUCTOR PROCESSING, DOCUMENTATION	Extension	EVT+6 MOS	DEST
31	01609000.	INSTRUCTOR PROCESSING, INSTRUCTOR POOL DATA	Extension	PERM	PERM
32	01610000.	SCHEDULE OF CLASSES, AUDITING AND PROCESSING DOCUMENTATION	Extension	EVT+1	DEST

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/073000/	<i>CALS - BIOCHEMISTRY - GEN</i>				
<b>33</b>	01552000.	RESEARCH NOTEBOOKS, DE LUCA LAB	Extension	CR+10	UW-TRANS
<b>34</b>	01584000.	RESEARCH NOTEBOOKS, ATTIE LAB	Extension	EVT+10	DEST
/073800/	<i>CALS - FOOD MICROBIOLOGY &amp; TOXICOLOGY GEN</i>				
<b>35</b>	01564000.	RESEARCH STUDIES: FOOD RESEARCH INSTITUTE APPLIED FOOD MICROBIOLOGY LAB	Extension	EVT+10	UW-TRANS
/171300/	<i>SCHOOL OF EDUCATION - CHILD CARE &amp; FAMILY RESOURCES</i>				
<b>36</b>	01617000.	CHILD CARE ASSISTANCE PROGRAMS ADMINISTRATION -- ACCEPTED / ENROLLED	Extension	EVT+5	DEST
<b>37</b>	01618000.	CHILD CARE ASSISTANCE PROGRAMS ADMINISTRATION -- NOT ACCEPTED / NOT ENROLLED	Extension	EVT+1	DEST
<b>38</b>	01619000.	ADMINISTRATIVE & ADVISORY RECORDS	Extension	FIS+4	UW-TRANS
/171310/	<i>SCHOOL OF EDUCATION - CHILD CARE &amp; FAMILY RESOURCES - CCTAP</i>				
<b>39</b>	01617000.	CHILD CARE ASSISTANCE PROGRAMS ADMINISTRATION -- ACCEPTED / ENROLLED	Extension	EVT+5	DEST
/340200/	<i>VCRGE - ADMINISTRATION</i>				
<b>40</b>	00151300.	EQUITY REVIEW FILES - LOG #S 100-810	Extension	PERM	PERM
/480200/	<i>L&amp;S - ADMINISTRATION</i>				
<b>41</b>	01628000.	BUDGET RECORDS - CREDIT OUTREACH/NON-STND - TA - SUMMER SESSIONS	Extension	FIS+6	DEST
<b>42</b>	01629000.	SHORT TERM STAFFING	Extension	FIS+6	DEST
<b>43</b>	01630000.	DEPARTMENTAL FILES - ACADEMIC ASSOCIATE DEANS	Extension	FIS+6	DEST
/488200/	<i>L&amp;S-SCHOOL OF SOCIAL WORK</i>				
<b>44</b>	01554000.	STUDENT FILES COMPLETED BACHELOR AND MASTER DEGREE	Extension	EVT+40	DEST
/489400/	<i>L&amp;S - URBAN REGIONAL PLANNING</i>				
<b>45</b>	01602000.	SOCIAL DEVELOPMENT OUTCOMES OF RURAL FINANCIAL INSTITUTIONS	Extension	EVT+10	DEST
/526000/	<i>WSLH - ADMINISTRATION - PROFICIENCY TESTING</i>				
<b>46</b>	01612000.	QUALITY CONTROL / ASSURANCE	Extension	EVT+5	DEST
<b>47</b>	01613000.	OPERATIONAL	Extension	EVT+5	DEST
<b>48</b>	01614000.	PERFORMANCE	Extension	EVT+5	DEST
<b>49</b>	01615000.	SUPPLIES & EQUIPMENT	Extension	EVT+5	DEST
<b>50</b>	01616000.	RESEARCH	Extension	EVT+10	DEST
/533700/	<i>SMPH - INSTITUTE ON AGING</i>				
<b>51</b>	01621000.	UW OSTEOPOROSIS CLINICAL CENTER AND RESEARCH PROGRAM CLINICAL TRIALS RECORDS	Extension	EVT+15	DEST
/938800/	<i>CONTINUING STUDIES - LIBERAL ARTS &amp; APPLIED STUDIES</i>				
<b>52</b>	01583000.	CONTINUING EDUCATION WORKSHOP AND CONFERENCE PROGRAM FILES	Extension	FIS+4	DEST

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<b>285B-UW MILWAUKEE</b>			
/017000/	SECRETARY OF THE UNIVERSITY		
<b>53</b>	00403000.	FACULTY AND ACADEMIC STAFF COMMITTEE ROSTERS	Renewal
		<b>Event changed.</b>	EVT+1
<b>54</b>	00403A00.	FACULTY AND ACADEMIC STAFF COMMITTEE APPOINTMENT LETTERS	Renewal
		<b>Event changed.</b>	EVT+1
/038033/	ENROLLMENT SERVICES		
<b>55</b>	00265B00.	IMAGED CREDENTIAL FILES	Amended
		<b>Event changed.</b>	EVT+25

<b>285F-UW OSHKOSH</b>			
<b>56</b>	00086000.	OSHKOSH SCHOLAR CORRESPONDENCE AND DOCUMENTATION	Amended
			CR+3
			DEST

<b>410-CORRECTIONS</b>			
<b>57</b>	00114000.	WORK TRAINING RECORDS	Renewal
<b>58</b>	00115000.	INMATE ACCOUNT FILES - MASTER	Amended
		<b>Event revised.</b>	EVT+5
<b>59</b>	00115A00.	INMATE ACCOUNT FILES - LONG-TERM	Pending
<b>60</b>	00115B00.	INMATE ACCOUNT FILES - DISBURSEMENTS	Pending
<b>61</b>	00146000.	TOOL REPORTS	Renewal
<b>62</b>	00175000.	INMATE PAYROLL	Renewal
<b>63</b>	00214000.	COST AND ESTIMATES	Renewal
<b>64</b>	00215000.	CAD DRAWINGS	Renewal
		<b>Confidential citation revised.</b>	CR+7
<b>65</b>	00216000.	SALES ORDERS	Renewal
<b>66</b>	00218000.	SALES COMMISSION	Renewal
<b>67</b>	00219000.	SHIPPING ORDERS	Renewal
<b>68</b>	00220000.	DAIRY CATTLE REGISTRY CERTIFICATES	Renewal
<b>69</b>	00221000.	INDIVIDUAL LIFETIME COW PERFORMANCE RECORDS	Renewal
<b>70</b>	00222000.	HERD INFORMATION REPORT (HIR) PRODUCTION BOOKS	Renewal
<b>71</b>	00223000.	DAIRY AND CREAMERY MONTHLY REPORTS	Renewal
<b>72</b>	00224000.	LAUNDRY LOAD SHEETS	Renewal
<b>73</b>	00225000.	PRINTING JOB JACKETS	Renewal
<b>74</b>	00226000.	LICENSE PLATE SUMMARY	Renewal

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<b>435-HEALTH SERVICES</b>					
/103/	<i>DPH - OFFICE OF HEALTH INFORMATICS</i>				
<b>75</b>	01099A00.	FAMILY HEALTH SURVEY (FHS) ANNUAL AND REVISED DATA COMPILATION RECORDS AND DATASETS	Amended	EVT+10	DEST
<b>76</b>	01099C00.	FAMILY HEALTH SURVEY (FHS) ANNUAL REPORTS FOR TRANSFER	Amended	EVT+10	SHSW
/104/	<i>DPH - COMMUNITY HEALTH PROMOTION</i>				
<b>77</b>	00187000.	WIC VENDOR FILES, WIC AND SENIOR FARMERS' MARKET NUTRITION PROGRAM (FMNP) VENDOR FILES	Renewal	EVT+4	DEST
/109/	<i>DPH - COMM DISEASE - HIV/AIDS</i>				
<b>78</b>	01070000.	AIDS / HIV DRUG ASSISTANCE AND INSURANCE ASSISTANCE PROGRAM	Amended	EVT+7	DEST
/645/	<i>DQA - HEALTH SERVICES, BUREAU OF</i>				
<b>79</b>	01129000.	ACUTE CARE SURVEY RECORDS	New	EVT+7	DEST
<b>80</b>	01130000.	PERSONAL CARE AGENCY (PCA) SURVEY RECORDS	New	EVT+7	DEST
<b>81</b>	01131000.	BEHAVIORAL HEALTH - LICENSURE, CERTIFICATION, REGISTRATION	New	EVT+7	DEST
<b>82</b>	01132000.	BEHAVIORAL HEALTH - SELF-REPORTS AND COMPLAINTS	New	EVT+7	DEST
<b>83</b>	01133000.	BEHAVIORAL HEALTH SURVEYS	New	EVT+7	DEST
/834/	<i>OFFICE OF LEGAL COUNSEL</i>				
<b>84</b>	01055000.	REHABILITATION REVIEW CASE FILES	Amended	EVT+20	DEST

<b>445-WORKFORCE DEVELOPMENT</b>					
/800/	<i>WORKER'S COMPENSATION</i>				
<b>85</b>	00172000.	WORKERS COMPENSATION ADVISORY COUNCIL FILES	Amended	PERM	PERM
<b>86</b>	00172A00.	WORKERS COMPENSATION ADVISORY COUNCIL FILES - MEETING RECORDINGS	New	EVT+90 DAYS	DEST
<b>87</b>	00177000.	INSURANCE BULLETIN LETTER FILES	Renewal	CR+3	DEST

<b>455-JUSTICE</b>					
/201/	<i>FORENSIC SCIENCES</i>				
<b>88</b>	00015000.	CASE FILES - STANDARD	Amended	EVT+20	DEST
		<b>Withdrawn.</b>			
<b>89</b>	00016000.	CASE FILES - SPECIAL	Amended	EVT+75	DEST
<b>90</b>	00046000.	QUALITY ASSURANCE SUPPORTING DOCUMENTATION	Amended	CR+20	DEST

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<b>465-MILITARY AFFAIRS</b>			
<b>91</b>	00021000.	OFFICER SEPARATION RECORDS	Amended PERM PERM
		<b>Withdrawn.</b>	
<b>92</b>	00022000.	ENLISTED DISCHARGE RECORDS	Amended PERM PERM
		<b>Withdrawn.</b>	
<b>93</b>	00023000.	SPECIAL ORDERS	Amended PERM PERM
		<b>Withdrawn.</b>	
<b>94</b>	00038000.	CONGRESSIONAL INQUIRIES	Renewal EVT+5 DEST
		<b>Event changed.</b>	
		<b>Board denied approval.</b>	
<i>/900/</i>	<i>EMERGENCY GOVERNMENT</i>		
<b>95</b>	00030000.	EMERGENCY POLICE SERVICES & TRIBAL TREATY RIGHTS	Renewal EVT+5 SHSW
<b>96</b>	00058000.	WISCONSIN EMERGENCY MANAGEMENT CENTRAL	Renewal EVT+5 SHSW
		<b>Event and description changed.</b>	
		<b>Board denied approval.</b>	
<b>97</b>	00065000.	HAZARDOUS MATERIALS REPORTING	Amended EVT+5 DEST

<b>505-ADMINISTRATION</b>			
<i>/216/</i>	<i>ENVIRONMENTAL IMPROVEMENT FUND</i>		
<b>98</b>	00196000.	ENVIRONMENTAL IMPROVEMENT FUND INCOMPLETE, WITHDRAWN, OR DENIED APPLICATIONS	Amended EVT+4 DEST
<i>/335/</i>	<i>WOMEN-OWNED BUSINESS ENTERPRISE PROGRAM</i>		
<b>99</b>	00931000.	WOMEN-OWNED BUSINESS ENTERPRISE DE-CERTIFICATION	Amended EVT+5 DEST
<b>100</b>	00932000.	WOMEN-OWNED BUSINESS ENTERPRISE PROGRAM	Amended EVT+5 SHSW
<i>/337/</i>	<i>DISABLED VETERAN-OWNED BUSINESS</i>		
<b>101</b>	00941000.	DISABLED VETERAN-OWNED BUSINESS DE-CERTIFICATION	Amended EVT+5 DEST
<b>102</b>	00942000.	DISABLED VETERAN-OWNED BUSINESS PROGRAM	Amended EVT+5 SHSW
<i>/875/</i>	<i>CAPITOL POLICE</i>		
<b>103</b>	00945000.	PARKING CITATIONS	New EVT+3 DEST

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<b>566-REVENUE</b>				
<i>/2310/</i>	<i>EQUALIZATION</i>			
<b>104</b>	00183000.	ASSESSOR'S FINAL REPORT	Amended	EVT+5 DEST
<b>105</b>	00188000.	SALES ANALYSIS SYSTEM MASTER FILE	Renewal	EVT+4 DEST
<b>106</b>	00251000.	REASSESSMENTS & SUPERVISED ASSESSMENTS	Amended	EVT+8 DEST
<b>107</b>	00293000.	STATISTICAL REPORT OF PROPERTY VALUATIONS	Renewal	EVT+3 SHSW
<b>108</b>	00295A00.	FIELDLED SALES ANALYSIS SYSTEMS REPORTS	Amended	CR+7 DEST
		<b>Retention changed.</b>		
<b>109</b>	00296B00.	EQUALIZED VALUES TRANSACTION RECORDS	Renewal	EVT+5 DEST
<b>110</b>	401000	EQUALIZED VALUEREAL ESTATE WORKSHEET	Renewal	EVT+3 DEST

<b>GENERAL RECORDS SCHEDULE</b>				
<b>111</b>	PAY00004.	PAYROLL ADJUSTMENTS	Renewal	EVT+5 DEST
<b>112</b>	PAY00005.	LEAVE ACCOUNTING RECORDS	Renewal	EVT+15 DEST
<b>113</b>	PAY00008.	PAYCHECK DETAIL RECORDS	Renewal	EVT+15 DEST
<b>114</b>	PAY00010.	MEDICARE REQUEST RESPONSE	Renewal	EVT+10 DEST
<b>115</b>	PAY00011.	PAYROLL REGISTERS	Renewal	EVT+4 DEST
<b>116</b>	PAY00012.	PAYROLL AND BENEFITS REPORTS	Renewal	EVT+5 DEST
<b>117</b>	PAY00015.	LEVY AND GARNISHMENT RECORDS	Renewal	EVT+3 DEST
<b>118</b>	PAY00016.	MASTER PAY PERIOD RECORD	Renewal	EVT+15 DEST
<b>119</b>	PAY00019.	PAYROLL ADMINSTRATIVE REPORTS	Renewal	EVT+2 DEST
<b>120</b>	PAY00020.	FINANCIAL INSTITUTION ACCOUNTING RECORDS	Renewal	FIS+4 DEST
<b>121</b>	PAY00021.	EMPLOYEE PAYROLL & BENEFIT RECORDS	Renewal	EVT+8 DEST
<b>122</b>	PAY00025.	UNEMPLOYMENT COMPENSATION RECORDS	Renewal	EVT+5 DEST
<b>123</b>	PAY00027.	EMPLOYEE LEAVE AND OVERTIME REQUESTS	New	EVT+5 DEST

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Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

<b>COUNTIES</b>					
DODGE COUNTY					
<b>124</b>	00001000	COUNTY BOARD MEETING AUDIO / VIDEO FILES	New	EVT+7	DEST
		<b>Disposition changed.</b>			
<b>125</b>	00002000	ADULT PROTECTIVE SERVICES	New	EVT+7	DEST
		<b>Disposition changed.</b>			
<b>126</b>	00003000	MOBILE / BODY CAM PORTABLE AUDIO / VIDEO FILES	New	CR+121 DAYS	DEST
		<b>Description and disposition changed.</b>			

<b>MUNICIPALITIES</b>					
MADISON, CITY OF					
/22/	PLANNING				
<b>127</b>	PU000005.	ARTS GRANTS	Amended	FIS+7	SHSW
<b>128</b>	PU000009.	NEIGHBORHOOD GRANTS	New	FIS+20	SHSW
MILWAUKEE, CITY OF					
/161/	EMPLOYEE RELATIONS - STAFFING				
<b>129</b>	21-0018	ELIGIBLE LISTS (POST-2014)	New	EVT+5	DEST
		<b>Description changed.</b>			
<b>130</b>	21-0019	CERTIFICATION FILE	New	EVT+4	DEST
<b>131</b>	21-0020	NEW EMPLOYEE ORIENTATION MATERIALS	New	EVT+10	DEST
<b>132</b>	62-0042	EMPLOYMENT APPLICATION FILES	Amended	EVT+7	DEST
<b>133</b>	67-9038	ELIGIBLE LISTS PRE-2014	Amended	EVT+30	DEST
<b>134</b>	69-0039	MASTER EXAMINATION FILES	Amended	EVT+10	DEST
<b>135</b>	69-0040	EXAMINATION DEVELOPMENT DOCUMENTS	Amended	EVT+10	DEST
/162/	EMPLOYEE RELATIONS - COMPENSATION				
<b>136</b>	03-S029	JOB EVALUATION STUDIES	Amended	CR+15	TRANS OTHER
<b>137</b>	09-S026	EMPLOYEE HISTORY RECORDS - OFFICIAL	Amended	EVT+3 MOS	TRANS OTHER
<b>138</b>	21-0021	CERTIFICATION LOG	New	EVT+10	DEST
<b>139</b>	66-0027	JOB DESCRIPTION - OFFICIAL	Amended	EVT+10	DEST

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/164/	<i>EMPLOYEE RELATIONS - ADMINISTRATION</i>				
<b>140</b>	03-0013	EEO (EQUAL EMPLOYMENT OPPORTUNITY) COMPLAINT FILES - BY CITY EMPLOYEES	Amended	EVT+45	DEST
<b>141</b>	03-0014	LIST OF ATTENDEES AT EEO (EQUAL EMPLOYMENT OPPORTUNITY) TRAINING PROGRAMS	Amended	CR+3	DEST
<b>142</b>	03-0018	EEO (EQUAL EMPLOYMENT OPPORTUNITY) / DIVERSITY TRAINING EVALUATIONS	Amended	EVT+1	DEST
<b>143</b>	03-0021	EEO (EQUAL EMPLOYMENT OPPORTUNITY) 4 REPORTS	Amended	EVT+1	TRANS OTHER
/382/	<i>MILWAUKEE DEPARTMENT OF HEALTH</i>				
<b>144</b>	21-0013	RADIOACTIVE MATERIALS SUPPORTING DOCUMENTS	New	CR+7	DEST
<b>145</b>	21-0014	RADIOACTIVE MATERIALS LICENSE DOCUMENTS	New	CR+7	DEST
		<b>Event changed.</b>			
<b>146</b>	21-0015	RADIATION INDIVIDUAL MONITORING RECORDS	New	PERM	PERM
<b>147</b>	21-0016	RADIOACTIVE MATERIALS DECOMMISSION RECORDS	New	EVT+0	DEST
		<b>Event changed.</b>			
<b>148</b>	21-0017	RADIATION IDEVICE RECEIPT / DISPOSITION RECORDS	New	EVT+3	DEST

**Request and Disposition Legend**

New: Submission has not been reviewed before  
 Amendment: Submission has changes from previous version  
 Renewal: Submission has no changes from previous version  
 Extension: Sunset date extension request

DEST: Destroy or Destroy Confidential  
 SHSW: Transfer to Wisconsin Historical Society  
 UW-TRANS: Transfer to UW Archives  
 TRANS OTHER: Transfer as noted on submission  
 PERM: Retain Permanently